

JOB AID - Safety Assessment Program SAP Coordinator Deployment

Note: This job aid is to help SAP Coordinators with deployment issues and processes. It is especially intended for those being sent into the following situations:

- *Large-scale deployment in California*
- *Deployment out of state*
- *Deployment to a jurisdiction lacking knowledge of or preparation for the Safety Assessment Program*

PRE-PLANNING FOR SAP DISASTER RESPONSE

- ☐ Confirm that your own go-kit is ready (see SAP Evaluator Job Aid).
- ☐ Inform your professional organization that you are willing and able to be deployed, and await their call requesting your assistance. Do not self-deploy!

ONCE AGREEING TO BE DEPLOYED

- ☐ Review the latest deployment information & updates on the SAP website at www.oes.ca.gov under the “SAP Updates” link.
- ☐ Start a written log, continue until deployment is complete and you return home.
- ☐ [Contact the OES Statewide SAP Coordinator at (916) 845-8265 to confirm that the equipment and supplies cache will be shipped to the disaster center, and the local contact’s name and contact information.] – *This is pending CA OES creating these equipment and supply caches.*
- ☐ Make any necessary travel arrangements.
- ☐ Per CA OES direction, travel to the disaster center in advance of Evaluators (generally one to two days ahead, which will be determined by CA OES.)

DURING DISASTER RESPONSE

- ☐ Meet with local government contact.
- ☐ Introduce program using SAP Evaluator refresher video or DVD if he/she has not seen it already.
- ☐ [Obtain CA OES equipment and supplies cache already sent to disaster site, check its inventory, and use it to set up work area.] – *This is pending CA OES creating these equipment and supply caches.*
- ☐ Review logistical situation, inform CA OES Statewide SAP Coordinator as to unmet needs, rooming and food situation, special hazards in this disaster, and overall situation.
- ☐ Prepare briefing packets with phone numbers for law, fire, hazmat response, and utilities, along with maps, disaster descriptions, cautions, travel expense claim forms, and other pertinent information as needed.
- ☐ **Prepare the staging area for the incoming SAP Evaluators.**
- ☐ Obtain in response from CA OES the **names** of the individuals responding to your request, their cell phone numbers, and when they will arrive.
- ☐ **When Evaluators arrive:**
 - ☐ Have them sign in at the staging area.

- ☐ Hand out briefing packets.
- ☐ Brief them on the nature and extent of the disaster, and any hazards or other issues they should be aware of.
- ☐ Show them the SAP Evaluator refresher video or DVD.
- ☐ Have the local jurisdiction representative deputize them as representatives of their jurisdiction.
- ☐ Assign them into teams of at least two, usually one building inspector and at least one architect or engineer.
- ☐ Assign a local helper to drive them, if possible. Suggest that local law or fire officials accompany the team, but others can be used who know the area.
- ☐ Assign the teams their evaluation assignments (map cards, or lists of properties) for the day. Be sure there is enough work for a team to have a full day of work.
- ☐ Issue placards, forms, and other supplies to evaluators.
- ☐ Instruct them to return for team debriefings at the end of the day, otherwise, search and rescue teams may be deployed to find them.
- ☐ Send them out.
- ☐ Report back to CA OES Statewide SAP Coordinator the names of those who signed in, so CA OES knows which SAP Evaluators made it to the field.
- ☐ **During the day**, coordinate responses to issues as they arise related to the safety assessment work.
- ☐ **At the end of the work day:**
 - ☐ Meet with each team to review assessment forms for completeness.
 - ☐ Discuss any unusual issues that came up with the team, including safety issues.
 - ☐ Use the information to improve local arrangements and/or processes.
 - ☐ Gather fully completed forms from team.
 - ☐ Highlight progress of teams on large map.
 - ☐ Inform them if they will need to report the next day.
 - ☐ Have them sign out at the staging area.
- ☐ Turn over completed assessment forms to local office staff for entering into spreadsheets. CA OES-provided spreadsheets can be used.
- ☐ Repeat process of daily signing in Evaluators, issuing supplies, assigning map cards, and debriefing/signing out Evaluators at the end of day until either work or tour of duty is complete.
- ☐ Confirm with CA OES Statewide SAP Coordinator the status of the replacement SAP Coordinator and Evaluator team.
- ☐ Confirm that all Evaluators have travel arrangements to return home.
- ☐ Meet with incoming SAP Coordinator for next deployment team and hand off the particular procedures and situations for this disaster.
- ☐ Thank and dismiss volunteer Evaluators who complete their tour.
- ☐ [At the end of the entire deployment, inventory the CA OES equipment and supplies cache, making sure that all equipment and leftover supplies are returned to it, and have the cache returned to CA OES.] – *This is pending CA OES creating these equipment and supply caches.*

AFTER THE DISASTER RESPONSE (After Action / Lessons Learned)

- ☐ Participate in After Action Report preparation using notes from written daily log. Discuss with OES Statewide SAP Coordinator any unusual issues that came up in the safety assessment requiring a response, or any success stories or innovations that arose out of the local effort, or that you became aware of.